Mac OS 7.6.1 Software Update

New features and reinstallation procedures

Apple Computer, Inc.

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Use This Book Along With Your Computer's Manual

Welcome to Macintosh Operating System (Mac OS) 7.6.1, an updated version of system software available for Macintosh computers. Apple regularly updates the Mac OS to deliver new features and to improve performance and reliability. Your hard disk contains the updated version that this manual documents. Since Apple developed and tested Mac OS 7.6.1 after your computer's manual was written, you need to use this manual to get the most recent information about using your system software. The computer's manual documents earlier versions of the Mac OS.

Most of the information in the computer's manual is still relevant, though there are differences introduced by the new system software. Use that manual to set up your computer and learn the basics. When you are ready to learn about some of the latest enhancements to the Mac OS, or when you need to reinstall your system software, use this manual.

Chapter 1 of this manual acquaints you with the new features of Mac OS 7.6.1 and how they affect you. Chapter 2 discusses ways to repair or reinstall your system software if problems develop. Chapter 3 helps you solve some common problems you may encounter when reinstalling your system software or using new features of Mac OS 7.6.1.

In addition, Mac OS 7.6.1 includes OpenDoc software. Chapter 1 describes some of OpenDoc's capabilities and a tutorial in the Appendix teaches you how to use OpenDoc software.

1 Additions and Enhancements in Mac OS 7.6.1

About the new and revised software

Apple recently enhanced your computer's system software by adding features to increase both stability and performance. The new features of Mac OS 7.6.1 make it easier to connect to the Internet, enhance your computer's multimedia capabilities, and increase your productivity.

Note: Since Mac OS 7.6.1 became available after your computer's manual was written, that book does not describe the most recent software features. Therefore, refer to this manual first when you have questions about using and reinstalling the new features of the Mac OS.

The system software improvements fall into two categories: new features and enhanced versions of features included in earlier system software. Keep these categories in mind if you have questions about whether to use this manual or the manual that came with your computer.

New features covered in this manual	Enhanced features covered in this manual	Additional software (optional)
Adobe Acrobat Reader	Extensions Manager	Apple Internet Connection Kit
Apple Remote Access	Launcher setup	Apple TV/FM Radio System
Apple System Profiler	Mac OS Guide help	
ColorSync System Profile	Memory control panel	
Cyberdog	Printing dialog box	
Control Strip	QuickTime	
Desktop Printing	Virtual Memory	
OpenDoc		
Open Transport		
Open Transport PPP		
QuickDraw 3D		

OpenDoc

Mac OS 7.6.1 includes OpenDoc, a new way to use software. You can add new features to your applications with OpenDoc software "parts." When you drag a part into an OpenDoc-aware application (also called a "container application"), you add that object's features to the application. For example, you could drag a chart-making object into a word-processing application. You can also create documents entirely out of OpenDoc parts, simply by combining the parts you need. Some sample parts are included with OpenDoc Essentials, available with Mac OS 7.6.1. Others will be available from third-party developers.

To get started with OpenDoc, see this manual's Appendix, "Getting Started With OpenDoc." When you're working in an OpenDoc document, you can find help for that document in the Guide (?) menu. Choose the Guide named after your document for help with general OpenDoc concepts as well as for working with the parts contained in the document.

Networking software

Mac OS 7.6.1 includes new networking software with which you can connect to local and remote networks, or to the Internet using a modem and a remote network.

Open Transport

Open Transport is the modern, industry-standard networking and communications software for the Mac OS. It may not have been part of the system software described in your computer's manual. With Open Transport software installed on your computer, you can

- use more than one networking system at once (for example, AppleTalk to communicate with network printers and TCP/IP to connect to the Internet)
- save and modify different networking configurations
- switch among networking configurations quickly and easily

The AppleTalk and TCP/IP control panels in the Open Transport software suite replace the Network and MacTCP control panels used in previous versions of the Mac OS. If your user's manual refers to the earlier control panels and to items such as the Network Software Selector, ignore them. Instead, follow the instructions in this book.

With Mac OS 7.6.1 and Open Transport, you use the AppleTalk control panel to set up your connection to a network using the AppleTalk protocol. Your local area network, if you're connected to one, is probably an AppleTalk network. You use the TCP/IP control panel to set up a network connection to a local TCP/IP network or to the Internet.

For more help setting up your network connection with Open Transport, see the networking topics in Mac OS Guide, available in the Guide (?) menu when the Finder is active.

Open Transport PPP

Point-to-Point Protocol (PPP) is one kind of software that connects your computer to the Internet (or to a single TCP/IP network) using a modem. Mac OS 7.6.1 includes a version of PPP software that is integrated with Open Transport.

You set up your Open Transport PPP connection in the TCP/IP control panel. After you set up TCP/IP for PPP, you initiate a connection in the PPP control panel. For help using Open Transport PPP, see the telecommunications topics in Mac OS Guide, available in the Guide (?) menu when the Finder is active.

If you use the Apple Internet Connection Kit (AICK), which may be on the system software CD that came with your computer, it installs a different version of PPP from the one included with Mac OS 7.6.1. The version included in the Connection Kit has a control panel called MacPPP. The version included with Mac OS 7.6.1 has a control panel called PPP. The Apple Internet Connection Kit Internet Dialer program enters network setup information for you in the MacPPP control panel.

If you use the Internet Dialer program in AICK to connect to an Internet service provider (ISP), you do not need to install Open Transport PPP since the Dialer uses MacPPP. If you want to connect to an ISP using a program other than the Internet Dialer program, you can use either version of the PPP utility.

Apple Remote Access

You use Apple Remote Access to connect to another computer using a modem. Once you've connected to that computer, you can use any network devices connected to it as well. For example, you could connect to your computer at work and copy a file from it to your computer at home. If your office network is connected to the Internet, you can connect to the Internet from home by connecting to your office network with Remote Access.

The Apple Remote Access software included with Mac OS 7.6.1 is the Remote Access *client* software. You use the client software to connect to computers that have the Remote Access *server* software installed. Once you're connected, you may have access to any computer on the server's network. You can obtain the server software from any Apple-authorized dealer.

For help setting up and using Remote Access software, see the Remote Access Client Guide, available in the Guide (?) menu when the Apple Remote Access software is active.

Options for Internet access

The Internet is a global network of interconnected computer networks. When you connect to the Internet, you have access to a wide variety of services and information. Some of the most widely used Internet services include electronic mail (e-mail), which you use to send messages to other Internet users, and the World Wide Web, which you use to browse text and pictures from all over the world.

To connect to the Internet from home, you need a modem and an Internet service provider. You pay the Internet service provider to use the provider's access to the Internet, much as you pay the phone company for access to the telephone network. If your office network is connected to the Internet, you can use Apple Remote Access software to connect to the Internet from home without a service provider.

An alternative, easy way of obtaining Internet access is to use the Apple Internet Connection Kit (AICK). The Connection Kit includes software to help you set up your computer to use the Internet, and to help you choose an Internet service provider if you don't already have one. It also includes application programs for using the most popular Internet services, such as the World Wide Web, e-mail, and global newsgroups. If the Connection Kit came with your computer, you can find it on the CD that contains system software or on a separate CD.

You can also sign up with an online service, such as America Online. Providers like America Online typically include Internet access, as well as additional services, such as discussion forums for their members. America Online software is included on the CD that contains your system software. It appears in the window that opens when you click the CD's icon. (For more information, see the "America Online" section later in this chapter.)

Cyberdog

Once you've obtained access through an Internet service provider, Cyberdog provides a simple, unified way to use the most popular Internet services. Cyberdog is based on OpenDoc software. With Cyberdog, you can

- send and receive electronic mail
- browse text and graphics using the World Wide Web
- discuss diverse topics in global newsgroups
- use the FTP and Gopher protocols to transfer files from computers all over the world
- connect to remote computers with Telnet software
- store Internet addresses as icons. When you click an address icon, you are immediately connected to that address. You can create address icons for Web pages, Gopher or FTP sites, newsgroups, e-mail addresses, or Telnet connections.
- store and organize your address icons in notebooks
- add buttons to OpenDoc documents that automatically connect you to Internet locations. You can use this feature to create your own custom Internet starting point.

Cyberdog also includes extensive Apple Guide online help. To access the Cyberdog Guide, open the Cyberdog application, located in the Cyberdog folder on your hard disk. Then choose Cyberdog Guide from the Guide (?) menu.

America Online

Mac OS 7.6.1 includes still another option for getting online: the popular America Online service. With America Online, you can send e-mail, obtain access to a broad range of information, use online discussion groups, and connect to the Internet.

To install America Online and find more information about using it, see the America Online folder.

Multimedia software

Mac OS 7.6.1 includes new versions of software to enhance both multimedia viewing and authoring.

New version of QuickTime

QuickTime is a system extension that gives your computer the ability to work with video, audio, and animation. You don't interact with QuickTime directly; it works behind the scenes to provide multimedia functionality to your application programs. With QuickTime 2.5, you may notice these enhancements in applications that use them:

- You can import a wider variety of file formats.
- You can play back MIDI files with CD-quality sound (44.1 kHz, 16-bit, stereo).
- You can play back the karaoke files commonly found on the Internet.

Additionally, you can automatically start playing an audio CD or CD-ROM disc when you insert it or when your computer starts up. (Not all CD-ROM discs can take advantage of this automatic startup feature.) You can also play MIDI files on external devices, using Apple's MIDI Manager. You use the QuickTime Settings control panel to control these features.

QuickTime™ Settings

SimpleText, a word-processing application program installed with Mac OS 7.6.1, can play multimedia "movies" saved in the QuickTime format. For help playing movies in SimpleText, see the SimpleText Guide, available in the Guide (?) menu when SimpleText is active.

QuickDraw 3D

The QuickDraw 3D extension gives computers with PowerPC microprocessors the ability to work with 3D images. As with QuickTime, you don't interact with QuickDraw 3D directly. Instead, the extension provides capabilities your application programs can use for displaying and manipulating 3D pictures.

3D capability has been integrated into the Scrapbook and SimpleText applications included in Mac OS 7.6.1. You can view and manipulate 3D images by opening them in either application.

To get help manipulating 3D images in SimpleText, see the SimpleText Guide, available in the Guide (?) menu when SimpleText is active. The 3D viewing controls you see in SimpleText and the Scrapbook also have Balloon Help. To see descriptions of the controls, choose Show Balloons from the Guide (?) menu and point to the controls.

Text-to-Speech software

By using English Text-to-Speech or Spanish Text-to-Speech software, you can have your computer read documents to you. With Text-to-Speech software, your computer can also speak the contents of system alert messages. (System alert messages are displayed when a system error occurs, or when certain actions can't be performed, such as when you try to copy a file onto a locked disk.) You can have the computer speak the whole message, or just a phrase, such as "Blast!" or "Rats!" You turn on this feature in the Speech control panel.

Speech

To learn more about using text-to-speech, see the speech topics in Mac OS Guide, available in the Guide (?) menu when the Finder is active, and in the Read Me files that accompany the software on the system software CD.

Acrobat Reader

You use the Acrobat™ Reader, from Adobe™ Systems, Inc., to read documents without having the application or fonts that created the file. Some onscreen manuals included with your software are in the Adobe Acrobat format.

You can find the Acrobat Reader software in the Utilities folder on the CD-ROM disc that contains system software.

Printing software

Mac OS 7.6.1 includes enhancements that make printing easier and improve print quality.

Desktop printing

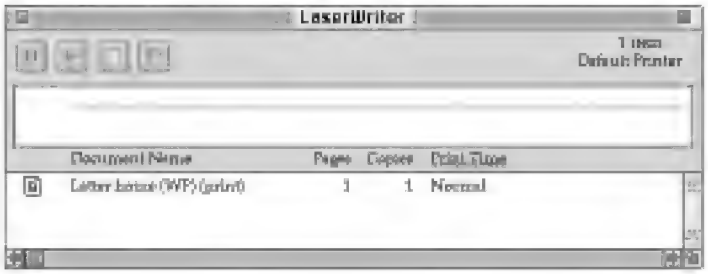
When you install Mac OS 7.6.1, a desktop printer icon is created for the printer selected in the Chooser. Desktop printer icons look something like this:

Whenever you select a different printer in the Chooser, another desktop printer icon is created for that printer.

You can quickly print documents from the Finder by dragging the document icon to a desktop printer icon. (You can still print documents from within applications by choosing the Print command.)

When you drag a document to a desktop printer, all subsequent documents are printed on that printer, just as if you'd selected it in the Chooser. You can also select a printer in the Printing module of the Control Strip.

To check the status of a document that's printing or waiting to print, open the icon for the printer the document is being printed on. (Previously, you used the PrintMonitor application to check printing status.)

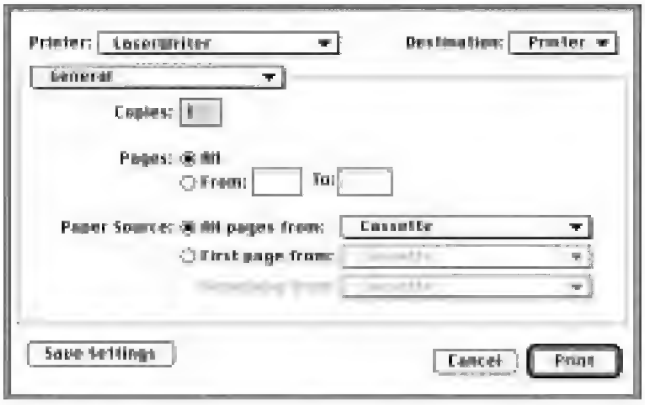


Desktop printer icons behave like other types of icons: you can move them off the desktop, put them in folders, make aliases of them, and throw them away.

To learn more about desktop printing, see the document called About Desktop Printing, in the Mac OS 7.6.1 Information folder on the CD-ROM disc that contains system software.

New printing dialog box

The new LaserWriter 8.4.2 driver offers a streamlined interface when you use a LaserWriter printer. If you've selected the LaserWriter 8 driver in the Chooser, you see the following dialog box when you choose the Print command:



Only the most basic, commonly used printing features are presented. To use advanced options, choose from the pop-up menus. You can

- print two, four, or eight reduced-size pages per sheet of paper
- set options for color or grayscale printing
- print a cover page
- set options for printing as a PostScript™ file
- set error-reporting options
- choose what types of image processing to use

To save the settings you choose so that they appear when you next print, click Save Settings.

Color-matching software

Your computer uses ColorSync software to ensure that the colors in a document remain consistent across a wide variety of color monitors, scanners, and color printers. That way, the colors you see on your screen more closely match the colors you see in your printed documents.

To reproduce colors accurately, your computer must know the type of monitor you use to view documents. You use the ColorSync System Profile control panel to indicate the monitor you're using.

ColorSync™ System Profile

If the monitor shown in the control panel is incorrect, open the pop-up menu and choose Set System Profile. Then choose the correct monitor from the list. For help setting up your software to take advantage of ColorSync, see Mac OS Guide, available in the Guide (?) menu when the Finder is active.

Utility and desktop management software

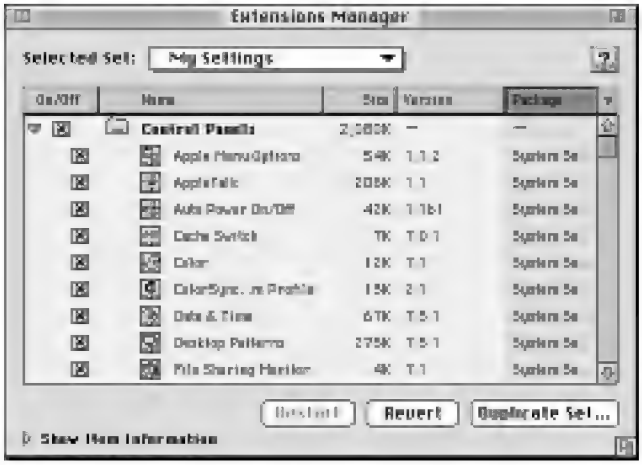
With Mac OS 7.6.1, you can customize the way your computer works, get easy access to application programs and control panels, and view a detailed profile of the hardware and software you're using. If you want to use these tools, refer to the information in this manual rather than in your computer's manual, which describes earlier versions of the tools.

New version of the Extensions Manager

You can improve system performance by turning off parts of your system software you're not using. For example, if you're at home and not connected to a network, you can turn off networking-related software. More of your computer's memory is then free for other tasks.

This version of the Extensions Manager control panel makes it easier to turn extensions on and off.

- Detailed information is provided for each software component listed.
- Creating and editing your own sets of components is easier and more flexible.
- You can use the By Package command in the View menu to group items used by specific components. For example, you can see which items are used by QuickDraw GX graphics software, and turn just those on or off.



For help using the Extensions Manager to choose which parts of system software you want to use, see Mac OS Guide, available in the Guide (?) menu when the Finder is the active program. Or click the Guide (?) button in the Extensions Manager itself.

Apple System Profiler

The Apple System Profiler application, available in the Apple (🍎) menu, provides detailed information about your current hardware and software configuration. This information can often help technicians isolate the cause of a problem you're experiencing.

The items displayed by the System Profiler are described in Balloon Help. If you aren't familiar with a particular item, open the Guide (?) menu and choose Show Balloons. Then point to that item to see a description of it.

New version of the Control Strip

You'll notice the Control Strip at the lower-left corner of your screen after you start up with Mac OS 7.6.1. (The Control Strip does not appear in illustrations in the computer's manual.) You can use the Control Strip to access common features quickly. You can still use control panels to fine-tune your settings. For example, you can use the Control Strip to turn off file sharing or increase the sound volume. You use the Control Strip control panel to show and hide the Control Strip.

The Control Strip may look slightly different depending on your computer's hardware features and on other options.

For help using the Control Strip, see Mac OS Guide, available in the Guide (?) menu when the Finder is active.

Easy customization of the Launcher

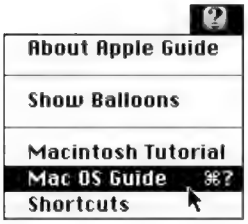
You use the Launcher to find applications and documents quickly and open them with a single click. You can add items to the Launcher simply by dragging them into it.

You can also change the size of the Launcher buttons. To do so, position the pointer over the Launcher window. Then hold down the ⌘ (Command) key while pressing the mouse button. Choose a size in the pop-up menu that appears, then release the button.

For help opening and organizing the Launcher, see Mac OS Guide, available in the Guide (?) menu when the Finder is active.

Onscreen help

The electronic help system included with your new system software is called Mac OS Guide, and it is your main source of information about your computer. To use Mac OS Guide, open the Guide (?) menu at the upper right corner of your screen. For more information about using Mac OS Guide and Guides for other applications, see Chapter 2 of the user's manual that came with your computer. The manual's procedures for using Macintosh Guide also apply to the renamed version of the Guide.



Better performance when using virtual memory

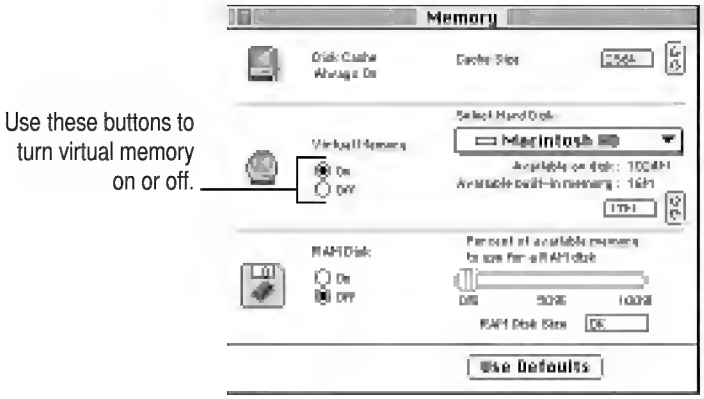
With virtual memory, you can use available hard disk space as if it were random-access memory (RAM). In Mac OS 7.6.1, virtual memory is significantly faster than in the version of system software installed on your machine.

The new virtual memory is quicker in

- opening an application program that requires a significant amount of memory (RAM)
- switching between memory-intensive application programs
- switching between large documents within an application
- accessing SCSI devices

If you ever reinstall Mac OS 7.6.1, the Installer program checks to see the amount of RAM installed in your computer. If your computer has less than 16 MB of RAM installed, the Installer program turns on virtual memory to create an equivalent of 16 MB of RAM. To see if virtual memory is turned on or off, open the Memory control panel.

IMPORTANT Do not set virtual memory to more than twice the amount of RAM physically installed in your computer. Doing so hinders the way applications run on your computer.



The enhanced version of the Memory control panel looks different from the one shown in the computer's manual. The Memory control panel no longer displays controls for the Modern Memory Manager.

Additional software included with some Power Macintosh computers

Some models of the Power Macintosh 5400, 5500, and 6500 series designed for use in schools have the following software item installed on the computer's hard disk or on the CD that contains system software.

Apple TV/FM Radio System

The Apple TV/FM Radio System software may be included with your computer. If you have the software, you can find the Apple Video Player and Apple FM Radio applications in the Apple Extras folder. The software works only if the computer contains the complementary hardware. When the hardware and software are installed, some of the things you can do include watching TV or video and listening to the radio on your computer, capturing video or TV images on disk, and saving radio recordings on disk. More information about the software appears in the the *Apple TV/FM Radio System User's Manual* and in the Guide (?) menu.

2 Reinstalling Your Computer's Software

System software is the set of programs and other files that your computer uses to start itself up, keep track of your files, and run the application programs you use. System software is kept in the System Folder. When you turn on your computer, it looks for a startup disk that contains the system software. The startup disk is usually the hard disk inside your computer, though another hard disk, a floppy disk, or a compact disc (CD) can also be a startup disk.

When should you reinstall system software?

Your Macintosh came with all the necessary system software installed on its internal hard disk, so you don't need to install system software on that disk unless you encounter software problems.

Follow the instructions in this chapter if

- you have a new hard disk or a newly initialized hard disk that doesn't contain system software
- you want to upgrade a hard disk to a more recent version of system software
- you need to reinstall system software
- you need to erase your hard disk and reinstall system software on it

When to use the CD containing system software

You can check your hard disk for damage as well as reinstall the computer's software by using the CD containing system software. Use the CD to reinstall the software if

- your computer will not start up
- a file or an application program is missing or damaged

This chapter describes four ways to use the CD containing system software:

- You can reinstall (restore) the basic system software items—the files needed to run your computer and the applications on the computer—by performing an "easy installation."
- You can reinstall (restore) selected software that came with your computer by performing a "custom installation."
- You can create a brand new System Folder that contains only the most basic operating system software by performing a "clean installation." Unlike an easy installation, this procedure does not install System Folder items needed by other other programs previously installed. However, the procedure does make it easier for you to determine what extensions, control panels, or other System Folder items may have caused trouble.
- You can use a utility called Drive Setup to verify the hard disk, update the driver, or initialize (erase) everything on the hard disk and reinstall the system software.

To do the first three items noted, you use the Install Mac OS program.

The section "If You Still Have Problems" at the end of this chapter tells you what to do if the CD-ROM disc does not solve the problems with your computer.

Using the CD that contains system software to start up your computer

Before you reinstall software onto your hard disk, you need to start up your computer with the CD-ROM disc containing system software. This allows you to repair any problems on your hard disk and update the disk driver before you install the software. The procedure for starting up from the CD-ROM disc depends on the condition of the system software on your hard disk. To find out which procedure to use, you must turn on your computer.

IMPORTANT If you don't have an Apple CD-ROM drive, you won't be able to start up from the CD, but you can still install the software from it. To ensure a smooth installation, turn off all your non-Apple extensions—except the CD-ROM driver—and restart your computer before beginning.

- Open the Extensions Manager control panel and choose "Mac OS 7.6.1 base" in the Selected Set pop-up menu. Then restart the computer.

If you see a blinking question mark on the screen

The blinking question mark means that your computer is unable to find usable system software on your hard disk.

Note: If you don't see a blinking question mark, go to the next section, "If You See the Macintosh Desktop."

1. **Press the Open/Close button of your CD-ROM drive to open the CD-ROM tray.**
2. **Place the CD-ROM disc containing system software in the tray with the disc label facing up.**

   Make sure the disc is lying flat in the tray.

3 **To close the tray, push the tray in or press the Open/Close button.**

Your Macintosh recognizes the CD-ROM disc as a startup disk, and in a few seconds the desktop below appears.

Your screen may look slightly different.

Now continue with the steps in "Repairing a Damaged Disk."

If you see the Macintosh desktop

Before you begin the installation, do the following:

- Turn off any virus-protection software and disk-security software you may have.
- If At Ease software is installed on your computer, turn it off before you install Mac OS 7.6.1. For instructions, see the manual that came with your At Ease software.

Follow these steps to start up from the CD containing system software.

1 **Press the Open/Close button of your CD-ROM drive to open the CD-ROM tray.**

2 **Place the CD containing system software in the tray with the disc label facing up.**

Make sure the disc is lying flat in the tray.

3 **To close the tray, push the tray in or press the Open/Close button.**

4 **Hold down the C key on your keyboard while you choose Restart from the Special menu and wait for the message "Welcome to Mac OS" to appear.**

5 **When you see the screen that says "Mac OS" and the phrase "Starting Up," release the C key.**

In a few seconds the desktop below appears. Your computer is now running the system software that's on the CD-ROM disc.

Your screen may look slightly different.

Now continue with the section "Repairing a Damaged Disk."

Repairing a damaged disk

If you see a message reporting that a disk is damaged or unreadable, you may need to repair the disk.

Try these suggestions first

If you can't start up from a hard disk or you don't see the hard disk icon on the desktop, try the following:

- If the hard disk is internal, shut down your Macintosh, wait at least 30 seconds, and then turn it on again.
- If the hard disk is external, make sure that it is turned on and that its cable is connected firmly; then restart the Macintosh.
- Check the ID numbers of all SCSI equipment (anything connected to the SCSI port [⇳]) on your computer. Each device must have a unique ID number. The computer itself (the main logic board inside it) has the ID number 7 and the internal CD-ROM drive has the ID number 3. The ID numbers 0, 1, 2, 4, 5, and 6 are available for additional SCSI devices.

  Also check that the chain of devices is terminated properly. For information on setting SCSI ID numbers and terminating a SCSI chain, see both the manuals that came with your SCSI equipment and the user's manual that came with your computer.
- If none of these suggestions solves the problem, test the disk by following the instructions given in "Checking for Damage on Your Hard Disk," later in this section.
- If the hard disk is your startup disk, start up with a different startup disk. (See the section, "Using the CD That Contains System Software to Start Up Your Computer," later in this chapter.)

  If, after you start up from a different disk, your hard disk's icon appears on your desktop, reinstall system software on the hard disk.

How to repair a hard disk or floppy disk

You can repair some types of disk damage by using the Disk First Aid program, which is on the CD-ROM disc containing system software that came with your computer.

1 Start up your computer from the CD-ROM containing system software.

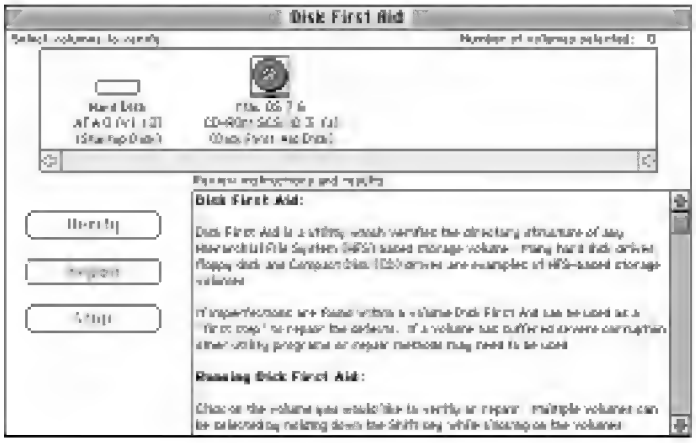
See the section "Using the CD That Contains System Software to Start Up Your Computer" earlier in this chapter.

2 Open the Utilities folder in the Mac OS 7.6.1 window and double-click the Disk First Aid icon.

Disk First Aid

3 Click the icon of the disk you want to test.

Disk icons appear in a box at the top of the Disk First Aid window.



4 **Click Repair to begin testing and repairing the disk.**

You can't repair the startup disk or the disk that contains the Disk First Aid program, but you can test these disks by clicking Verify. If the program reveals a problem with either of these disks, start up the computer from another disk so that you can repair the damaged disk.

If you want to test and repair another disk, click its icon and then click Repair.

5 **When testing and repair are done, choose Quit from the File menu.**

If Disk First Aid cannot correct the problem

- Try repairing the disk again. Sometimes repeating the process corrects the problem.
- Use another disk repair or recovery program. Some disk repair programs let you recover information from a damaged disk.
- Consult an Apple-authorized service provider for help.
- If you can't repair the disk, you'll need to reinitialize it, which erases all the information on the disk. Before you reinitialize, be sure you recover all the information you can and back it up. Then erase (reinitialize) the disk. For instructions on reinitializing a hard disk, see the section "Initializing a Hard Disk," later in this chapter.

  If the reinitialization doesn't work, take the hard disk to your Apple-authorized service provider for repair. Bring the CD-ROM containing system software with you to the service provider.

Checking for damage on your hard disk

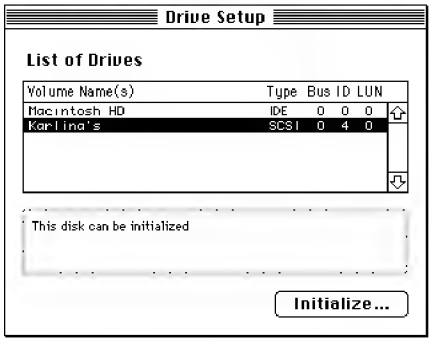
You can test a hard disk for damage with the Drive Setup program, which is in the Utilities folder on the CD-ROM containing system software.

1 **Start up your computer from the CD-ROM containing system software.**

See "Using the CD That Contains System Software to Start Up Your Computer" earlier in this chapter.

2 **Click the Drive Setup icon in the Launcher to open the Drive Setup program.**

3 **In the list of drives, click the disk you want to test.**



4 **From the Functions menu, choose Test Disk.**

5 **When a message tells you that the testing is complete, click Quit.**

If the test reveals a problem, you may be able to correct it by using Disk First Aid or another disk repair program (see the instructions in "How to Repair a Hard Disk or Floppy Disk," earlier in this chapter) or you may need to reinitialize the disk (see "Initializing a Hard Disk" later in this chapter). Consult an Apple-authorized service provider for assistance if necessary. If you had a hard disk from another manufacturer installed after you bought your computer, use the software that came with the disk or contact the disk manufacturer to get the latest version of software.

Reinstalling your system software

Software can sometimes develop problems and may need to be replaced. The Install Mac OS program reinstalls the system software that was on your computer when you purchased it.

Note: When you use the Install Mac OS program, only system software is reinstalled. All other programs and documents remain on your hard disk.

Start up your computer using the CD-ROM disc that contains system software.

For instructions, see the section, "Using the CD That Contains System Software to Start Up Your Computer," earlier in this chapter.

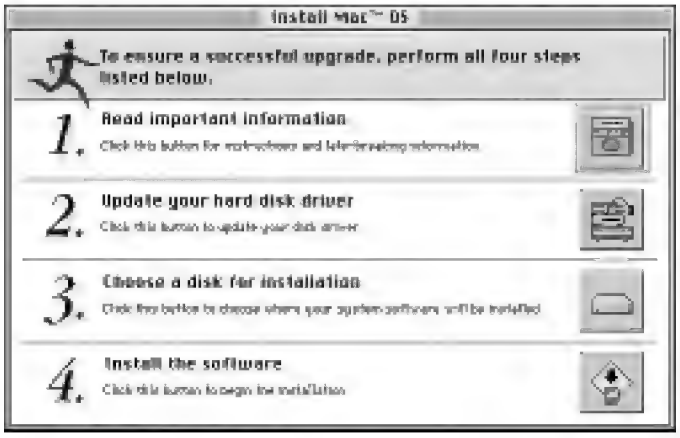
Installing the software

Use the Install Mac OS application program to make sure you follow all the necessary steps for installing the software.

- To open the Install Mac OS program, double-click its icon.

You see the following screen.

Next, a screen appears describing the four steps in the installation process.


Install Mac™ OS
To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software

Step 1: Read important information

Click the first button to read about the installation process, as well as compatibility and troubleshooting information.

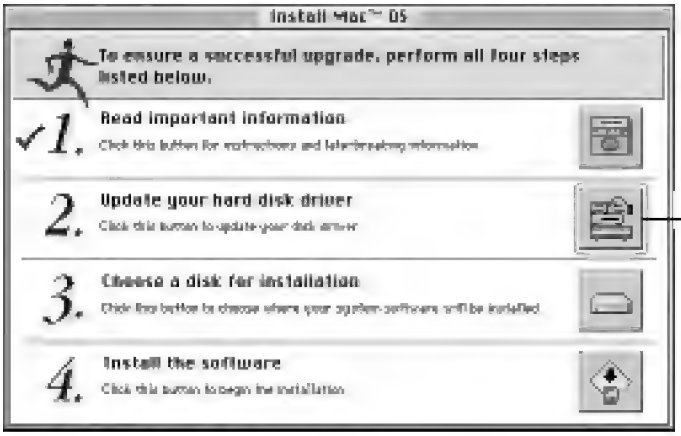
Install Mac™ OS
To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
Click here.
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software

Read the onscreen document that appears. Since the onscreen document was written later than this book, it may contain additional information.

When you're finished reading the document, choose Quit from the File menu to return to the Install Mac OS screen.

Step 2: Update your hard disk driver

Click the second button in the main Install Mac OS screen to update your disk drivers.

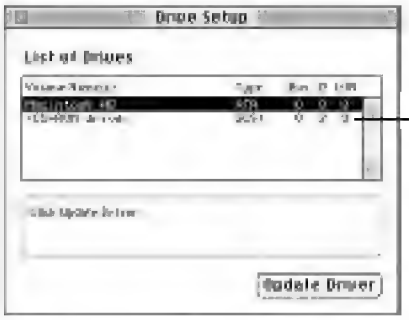

Install Mac™ OS
To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software
Click here.

After you click the second button, you see a dialog box asking you to confirm that you can use the provided utilities. Click Continue.

The Drive Setup window appears.

Follow these instructions to update your disk drivers:

1 **Select the name of a hard disk attached to your computer.**



CD-ROM drives appear in the list, but you don't need to update drivers for CDs, just for hard disks.

2 **Click Update Driver.**

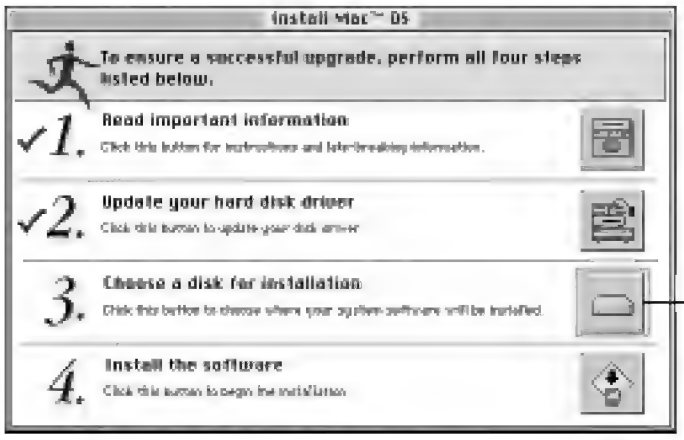
Repeat steps 1 and 2 to update the drivers on any additional hard disks you have.

If the Update Driver button is dimmed: See "Problems During Reinstallation" in Chapter 3.

3 **When you've finished updating the drivers on all your hard disks, close the window to quit the Drive Setup program.**

Step 3: Choose a disk for installation

Click the third button to select the disk on which you want to install the system software.


To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software

Click here.

In the dialog box that appears, choose the disk on which you're going to install the system software. Then click Select.

Select Destination Disk
Choose a disk to install the software on, then click Select.
Destination Disk:
Hard Disk
Cancel
Select
Choose the destination disk from this pop-up menu.

You see a message if you don't have 70 MB (the amount necessary for the standard installation) of available space on the disk you choose. Depending on the installation options you select, you may need up to 120 MB. If there isn't enough space available, you need to remove files from the disk before installing the software.

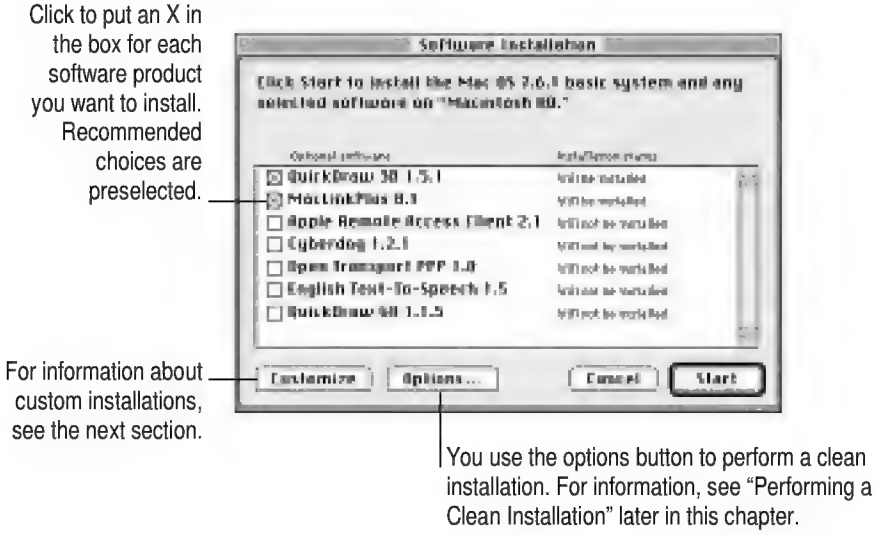
Step 4: Install the software

Click the fourth button to install Mac OS 7.6.1 and additional software.

Install Mac™ OS
To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software
Click here.

1 In the dialog box that appears, select the software you want to install.

Note: Your screen may look slightly different from the picture below. Remember to check the information presented in the first step on the main Install Mac OS screen for any important information.


Click to put an X in the box for each software product you want to install. Recommended choices are preselected.
For information about custom installations, see the next section.
You use the options button to perform a clean installation. For information, see "Performing a Clean Installation" later in this chapter.
Customize
Options...
Cancel
Start

The basic system includes system software, OpenDoc, and OpenDoc Essentials. You can also choose to install the following optional software:

- QuickDraw 3D, to view and manipulate 3D images on your computer
- MacLinkPlus translators, to easily open documents created in applications you don't have, using appropriate applications you do have (including DOS and Windows documents). (These translators work with the Mac OS Easy Open control panel.)
- Apple Remote Access, to connect to a remote computer (such as your computer at work) using a modem
- Cyberdog, an application to access the Internet
- Open Transport PPP software, to connect to the Internet using a modem
- Text-to-Speech software, to have your computer read text aloud

For more information about these features, see Chapter 1.

Installing a customized system: The Mac OS Install program installs the software recommended for your model of computer. You can use the Customize option to be more specific about which software to install. For instructions, see "Installing a Customized System," next.

2 Click Start to install the software.

The Install Mac OS program checks your destination disk for any problems and repairs them, if necessary.

If your disk has problems that can't be repaired: See "Problems During Reinstallation" in Chapter 3.

After your disk is tested, the software you selected is installed.

If you have problems while installing: See "Problems During Reinstallation" in Chapter 3.

3 When the installation is complete, restart your computer.

If the installation was not successful: See "Problems During Reinstallation" in Chapter 3.

If you can't restart the computer: See "Problems Using Mac OS 7.6.1" in Chapter 3.

Installing a customized system

For most computer users, the installation procedure described in the previous section is best, because it automatically installs everything you need for your model of computer. However, if you'd like to select only the software specific to your needs, you can customize your installation. You can install or update one or more specific files, or save space on your hard disk by installing only the files you want.

You can also use the Customize option to add additional software or to install a System Folder that can be used on any computer model.

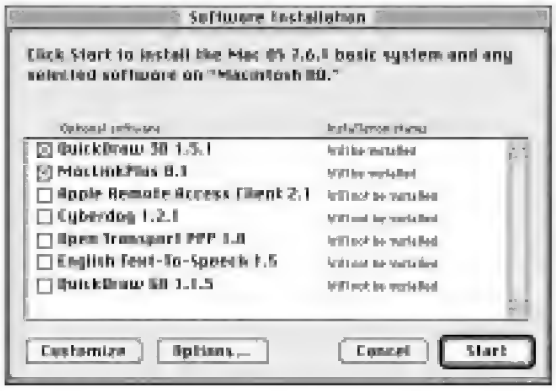
- You can be more specific about what software packages you install. You can also specify which components to install from the packages you choose.
- After installing a product, you can add extra components. For example, you can install additional printer drivers.
- You can create a "universal" system that works on all computers that can use Mac OS 7.6.1.

To install customized system software, follow these steps:

1 **Follow the steps in the previous sections through "Step 3: Choose a disk for the installation."**

2 **Click the fourth button on the main Install Mac OS screen.**

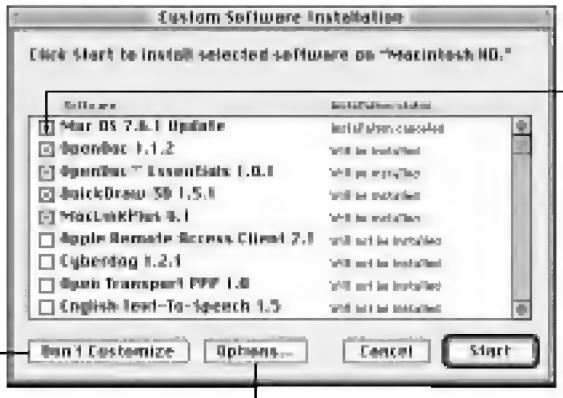
The following dialog box appears.



3 Click Customize.

The following screen appears.

Note: Your screen may look slightly different from the picture below. Remember to check the information presented in the first step on the main Install Mac OS screen for late-breaking information.



Click to put an X in the box for each software product you want to install. Recommended choices are preselected.

To use the easy installation process, click this button.

You use the Options button to perform a clean installation. For information, see "Performing a Clean Installation" later in this chapter.

4 Select the software you want to install.

In addition to the optional software described in the preceding section, you can be more specific about which portions of the default system to install. You can choose from the following additional options:

- Mac OS 7.6.1, the basic system software
- OpenDoc, to take advantage of a new kind of software technology
- OpenDoc Essentials, a set of software "parts" to get you started using OpenDoc technology. To use OpenDoc Essentials, you also need to install OpenDoc.

Note: To use Cyberdog, you must install OpenDoc.

As you proceed in the custom installation process, you'll be able to determine exactly which components will be installed for the software you select.

The Install Mac OS program automatically checks your destination disk for problems and repairs it, if necessary.

5 Click Start.

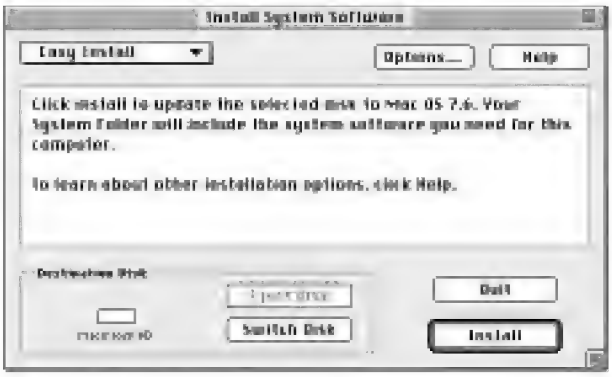
If your disk has problems that can't be repaired: See "Problems During Reinstallation" in Chapter 3.

A screen appears that says "Welcome to Mac OS 7.6." When you click Continue, another screen appears that displays licensing terms for use of the software. If you want to continue the installation, click Agree. If you want to stop, click Disagree.

After you click Agree, the Install System Software screen appears prompting you to install the first software product you selected. You'll use the Installer to specify which components you want to install.

6 When you see the Install System Software screen, click Install.

The Easy Install dialog box appears.


Install System Software
Easy Install
Options...
Help
Click install to update the selected disk to Mac OS 7.6. Your System Folder will include the system software you need for this computer.
To learn about other installation options, click Help.
Quit
Switch Disk
Install

If you want all the recommended components for this product, click Install.

If you choose the Easy Install option, you can skip ahead to step 10. If you want to be more specific about which components to install, follow steps 7 through 10, next.

7 **Open the pop-up menu and choose Custom Install.**

The Custom Install dialog box appears, listing all available components for the first software product.

8 **Scroll through the list of components and click the checkbox next to each component you want to install.**

You can see and select individual items within each component by clicking the arrow to the left of the component, then clicking the item you want to install. To get additional information about each component listed, click the box with the letter *i* in it to the right of the component. Files that support the components you choose may also be installed.

9 **Click Install.**

If you have problems while installing: See "Problems During Reinstallation" in Chapter 3.

10 **Follow the instructions that appear on the screen.**

11 **Repeat steps 6 through 10 for all the software you selected.**

After each installation is complete, click Install for the next software package on the list.

12 **After all the installations are completed, restart your computer to use your new software.**

If you can't restart the computer: See "Problems Using Mac OS 7.6.1" in Chapter 3.

Performing a clean installation

This section provides instructions for what is commonly called a "clean" installation of system software.

A normal system software installation replaces changed system files and adds new ones, but leaves other files alone. When you install system software using a "clean" installation, the Installer creates a new System Folder on your hard disk. The old System Folder is renamed Previous System Folder. Since your computer has a new System Folder after a clean installation, you must reinstall control panels and extensions from any third-party applications or applications you previously installed from the Apple Extras folder or the CD Extras folder. Apple recommends that you replace these control panels and extensions by reinstalling the applications that include them. The applications' Installer programs will insert the items into the new System Folder.

If the problem you encountered before you performed the clean installation recurs after you reinstall the other applications, it may be because one of them installed an incompatible extension or control panel. For help, turn to the section "Testing for Compatibility" in Chapter 3.

You may originally have added control panels or extensions not included with applications to your old System Folder. If you want to include these in the new System Folder, decide which ones you're certain you need, drag them one by one to the new System Folder, and restart your computer after you add each item.

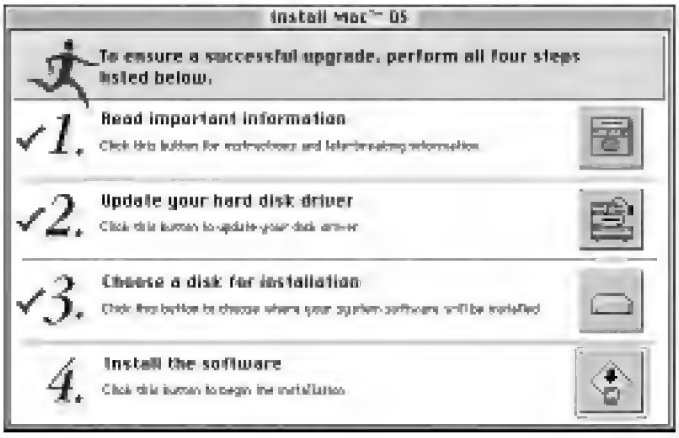
Restoring the right extensions and control panels to your System Folder can be a complicated procedure, but if you are experiencing problems or your computer seems slow, performing a clean installation may help.

Follow these steps to begin your clean installation.

1 **Start up your computer from the CD-ROM disc containing system software as described in "Using the CD That Contains System Software to Start Up Your Computer" earlier in this chapter.**

2 **Open the Install Mac OS application and follow the instructions in the first three sections of "Installing the Software" earlier in this chapter.**

You should have completed the first three steps indicated in the main Install Mac OS screen.


Install Mac™ OS
To ensure a successful upgrade, perform all four steps listed below.
1. Read important information
2. Update your hard disk driver
3. Choose a disk for installation
4. Install the software

3 **Click the fourth button on the main Install Mac OS screen.**

The following screen appears.

4 **Click Options.**

5 **In the screen that appears, click the checkbox next to "Create new System Folder," then click OK.**

Click to put an X in this box, then click OK.

6 **Click Start.**

A new System Folder is installed on your hard disk. (The old System Folder is renamed Previous System Folder.)

Reinstall extensions, control panels, and other startup items not installed with Mac OS 7.6.1 from their original disks, if possible. If you don't have the original disks, you can drag these items one at a time from the Previous System Folder to the new System Folder. Restart your computer after you reinstall each item, to make sure your software is compatible with Mac OS 7.6.1.

Some applications, including telecommunications software, may also need to be reinstalled. Find the appropriate software on the hard disk or system software CD-ROM and install it again.

Initializing a hard disk

The hard disk inside your computer was initialized (formatted for use) at the factory, so you shouldn't need to initialize it. You need to initialize a hard disk only if one of the following is true:

- You purchase an uninitialized hard disk from another manufacturer. (Check to see if the disk's manufacturer has provided a drive setup utility. If not, contact the manufacturer.)
- Your hard disk is damaged and can't be repaired.
- You want to remove all the information stored on your hard disk.

If a hard disk needs to be initialized, its icon does not appear on the desktop when you start up the computer using another disk.

You initialize your internal hard disk using a program called Drive Setup, which is on the CD-ROM disk containing system software that came with your computer.

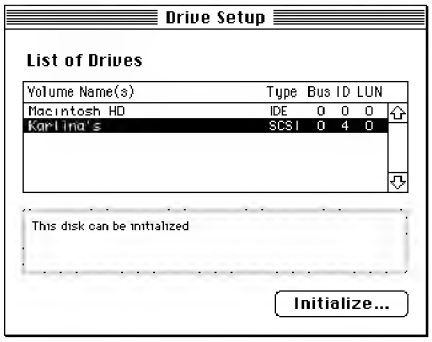
WARNING Initializing a disk erases any information that may be on it. Before you initialize a damaged disk, try to repair it as described in "Repairing a Damaged Disk" earlier in this chapter.

1 Start up your computer from the CD-ROM disc containing system software.

See "Using the CD That Contains System Software to Start Up Your Computer" earlier in this chapter.

2 Open the Utilities folder and double-click the Drive Setup icon.

3 **In the List of Drives, click the disk you want to initialize.**



4 **Click Initialize to initialize the hard disk.**

5 **Click Quit when you see a message reporting that initialization was successful.**

If a message reports that initialization failed, try again. If initialization fails a second time, take the disk to your Apple-authorized service provider for repair.

After reinitializing your hard disk, you need to reinstall system software. Return to the section "Reinstalling Your System Software" earlier in this chapter.

6 **If other CDs for restoring software came with your computer, start up from each of them while holding down the C key.**

This will restore other software not included on the system software CD-ROM disc. Make sure to follow the installation instructions in any Read Me files that appear when you open the CDs.

Protecting the information on your hard disk

If your hard disk becomes damaged, you can use the CD containing system software to reinstall the software that came with your computer—but the personalized documents that you have created could be lost if you don't keep backup copies. To avoid losing your work, copy your documents frequently onto backup disks. See the section "Protecting the Information on a Disk" in your computer's manual in the chapter on using applications.

If you still have problems

If you don't see the Macintosh desktop on your screen, or if the Macintosh still does not start up properly, see the section "Repairing a Damaged Disk," earlier in this chapter.

If you are able to repair the hard disk, try again to restore the information on it by following the instructions in the section "Reinstalling Your System Software," earlier in this chapter.

If you are not able to repair the hard disk, call Apple for help. See the service and support information that came with your computer.

3 Troubleshooting

This chapter helps you solve some of the common problems you may encounter when reinstalling your system software or when using new features of Mac OS 7.6.1.

Problems during reinstallation

This section helps you solve problems you may encounter while installing your software.

You can't start up the computer using the system software CD.

Cause: Your computer located the system software on your hard disk before it located the system software on the CD.

Solution: With the CD inserted, open the Startup Disk control panel and click the CD icon. Then restart the computer.

If you do a normal installation, you'll need to reselect your hard disk as the startup disk after you install the software. Open the Startup Disk control panel again and click the icon for your hard disk. Then restart your computer.

If you do a clean installation, you don't need to reselect your hard disk as the startup disk.

The Install Mac OS program cannot repair your hard disk.

Cause: Install Mac OS is unable to repair your problem.

Solution 1: If you see a message that the disk can't be fixed because a file is open, quit all programs. If file sharing is on, turn it off. Then try installing again.

Solution 2: Use a third-party disk repair utility to see if it can repair the disk.

If you don't have a third-party utility, or if that utility can't repair the disk either, you may need to reinitialize the hard disk. See the section "Initializing a Hard Disk" in Chapter 2.

First, make backup copies of your hard disk files because reintializing erases everything on the disk. Then use the Drive Setup utility program to reinitialize the disk.

You can find Drive Setup in the Utilities folder on the system software CD. To reinitialize your startup disk (the disk with system software on it), you need to start up the computer from the system software CD. See "Using the CD That Contains System Software to Start Up Your Computer" in Chapter 2 for instructions.

After you've reinitialized the disk, use the Mac OS Installer program to reinstall system software and some application programs. For instructions, see Chapter 2, "Reinstalling Your Computer's Software." After you reinstall the system software, reinstall the other applications you want.

The Update Driver button is not available in the Drive Setup utility.

Cause 1: You don't have an Apple hard disk as the startup disk.

Solution 1: Drive Setup doesn't work with non-Apple disks. See the instructions that came with your computer or hard disk to check if the manufacturer includes a disk setup utility, or call the manufacturer and ask what disk utility to use. Use that utility to update the driver. To ensure a successful update, obtain the latest version of the utility.

Cause 2: You've previously updated your hard disk with a non-Apple disk utility.

Solution 2: Non-Apple disk utilities sometimes update disks with non-Apple drivers. You need to use the utility you used previously to update the driver again. To ensure a successful update, obtain the latest version of the utility.

Cause 3: Some IDE hard disks must be reinitialized before you can update the driver.

Solution 3: Back up all the files on the hard disk onto another disk and use Drive Setup to reinitialize the hard disk. For instructions on reinitializing the hard disk, see the manual that came with your computer.

You see a message that there's not enough memory to use the Installer.

Cause 1: You have too many applications open.

Solution 1: Quit all open application programs.

Cause 2: You have too many system extensions running.

Solution 2: Open the Extensions Manager control panel and choose "Mac OS 7.6.1 base" from the Sets menu. Then restart the computer.

Cause 3: Your disk cache or RAM Disk setting is set too high in the Memory control panel.

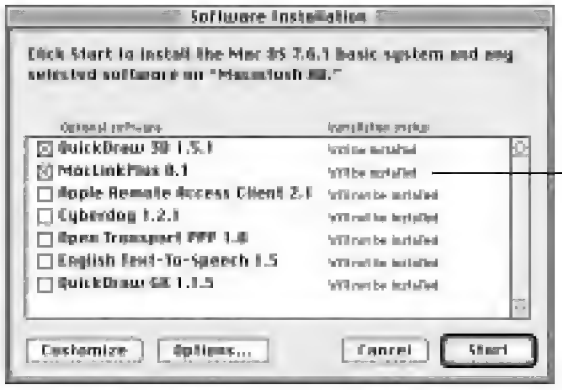
Solution 3: Open the Memory control panel, set your disk cache to the lowest possible setting, reduce or turn off your RAM disk, and turn on virtual memory. Then restart the computer.

You see a message that there's not enough disk space.

Cause: Your computer's hard disk has less than the minimum amount of space required to install the software.

Solution: Make more space available on your hard disk by removing some files from the disk. Make backup copies of the files, if necessary. Then drag them to the Trash icon and choose Empty Trash from the Special menu. You don't need to quit the Install Mac OS program before you remove files from the disk.

When you see this message, some of the software you selected may have been successfully installed. The Software installation window in the Install Mac OS program indicates which software has already been installed.



You see a message that the System file cannot be modified.

Cause 1: You have installed virus-protection software that guards against modification of the System file.

Solution 1: Start up your computer from the CD containing system software as described in "Using the CD That Contains System Software to Start Up Your Computer" in Chapter 2.

Solution 2: Drag any virus-protection software out of the System Folder and restart your computer. You can put the virus-protection software back after installation.

Cause 2: Your System Folder may be protected. Or the System and Finder files may be locked.

Solution 2: To turn off System Folder protection, open the General Controls control panel. Click to remove the X from the Protect System Folder box. To see if your System file or Finder file is locked, select the file's icon. Then open the File menu and choose Get Info. To unlock the file, click the Locked checkbox to remove the X.

You see a message that the installation was not successful.

Cause: You may have an incompatible item in your System Folder.

Solution: Start up your computer using the system software CD. See "Using the CD That Contains System Software to Start Up Your Computer" in Chapter 2.

Problems using Mac OS 7.6.1

This section helps with problems you may encounter using the computer after you have installed Mac OS 7.6.1.

You can't start up or restart the computer.

Problem: When you turn on your computer, you see a "bomb" message.

Cause 1: You probably have an incompatible item in the System Folder.

Solution 1: Follow the instructions in "Testing for Compatibility," later in this chapter.

Cause 2: Your system software may have been damaged.

Solution 2: Follow the instructions in "Performing a Clean Installation," in Chapter 2, to reinstall system software.

You often encounter problems that require you to restart the computer.

Cause: You may have an incompatible item in the System Folder. It's also possible that an application program is incompatible with your system software.

Solution: Follow the instructions in "Testing for Compatibility," later in this chapter.

For compatibility information on application programs, contact the program's manufacturer. You may have a version of the program that doesn't work with Mac OS 7.6.1.

None of your network devices appear in the Chooser.

Cause 1: AppleTalk is not turned on.

Solution 1: Make sure AppleTalk is turned on in the AppleTalk control panel, as well as in the Chooser. If AppleTalk is turned on, make sure you have chosen the correct port in the "Connect via" pop-up menu in the AppleTalk control panel.

Cause 2: There is a conflict between your network number and another network number.

Solution 2: If your network number or node number has been set to "User Defined," turn off the User Defined setting in the AppleTalk control panel. Then close and reopen the control panel.

For complete AppleTalk setup instructions, see Mac OS Guide, available in the Guide (?) menu when the Finder is active, and the user's manual that came with your computer.

You can't connect to devices outside your local network.

Cause: Your router address or subnet mask hasn't been entered correctly.

Solution: Make sure your router address and subnet mask are entered correctly in the TCP/IP control panel. Check with your network administrator or Internet service provider for the correct values to enter.

For complete TCP/IP setup instructions, see Mac OS Guide, available in the Guide (?) menu when the Finder is active, and the user's manual that came with your computer.

You can connect to remote computers by IP address, but not by name.

Cause 1: You haven't entered a name server address, or an unreliable name server is listed before a more reliable one.

Solution 1: Make sure you have entered at least one name server address in the TCP/IP control panel and that the address is correct. If you have entered more than one, make sure the most reliable ones are listed first.

Cause 2: The additional domain names entered in the TCP/IP control panel are invalid.

Solution 2: Make sure you have entered valid domain names in the Additional Search Domains box in the TCP/IP control panel. (The domain name area only appears when the control panel is in Advanced mode.)

Cause 3: The domain names entered for an implicit search are incorrect.

Solution 3: If you have entered starting and ending domain names for an implicit search, double-check the TCP/IP control panel to make sure they're correct. (The implicit search name area only appears when the control panel is in Advanced mode.)

For complete TCP/IP setup instructions, see Mac OS Guide, available in the Guide (?) menu when the Finder is active, and the user's manual that came with your computer. For help determining what values to enter, contact your network administrator or Internet service provider.

Testing for compatibility

If your computer does not start up properly or behaves erratically, you probably have an incompatible extension or control panel. This procedure varies slightly from the one shown in the user's manual that came with your computer because of the new Extensions Manager.

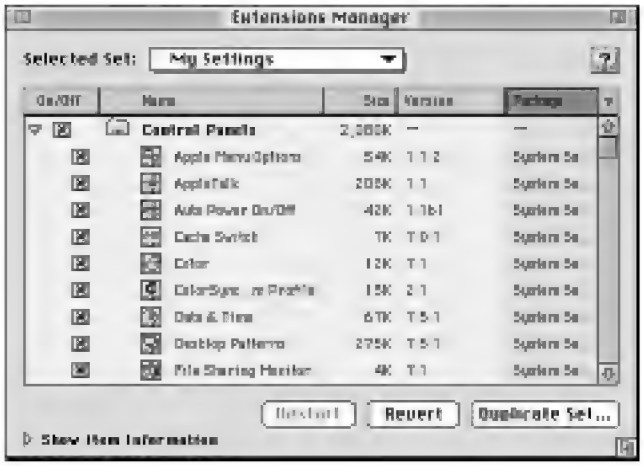
Step 1: Verify the problem

To verify that you have a compatibility problem, follow the steps below.

1 **Start up your computer while holding down the Space bar.**

Holding down the Space bar opens the Extensions Manager control panel during startup.

2 **Release the Space bar when the Extensions Manager control panel opens.**



3 **Open the Selected Set pop-up menu and choose Mac OS 7.6.1 base.**

This turns off all extensions and control panels except those installed with Mac OS 7.6.1.

4 **Close the Extensions Manager to continue startup.**

5 **When the computer is ready, try the same actions that caused the problem.**

If the problem no longer occurs, you probably have an extension or control panel that doesn't work with Mac OS 7.6.1. Continue with the steps in the next section.

If the problem still occurs, try checking your hard disk for problems with the Disk First Aid utility. You can find Disk First Aid in the Utilities folder on the CD that contains system software. You should also check to make sure that your application programs are compatible with Mac OS 7.6.1. If the problem only occurs when using a certain program, that program is probably incompatible. Check with the program's manufacturer for information.

Step 2: Test individual extensions and control panels

To test an individual extension or control panel for compatibility, follow the steps below.

1 **Start up your computer while holding down the Space bar.**

Holding down the Space bar opens the Extensions Manager control panel during startup.

2 **Release the Space bar when the Extensions Manager control panel opens.**

3 **Turn on the item you want to test by clicking its name to put an X beside it.**

4 **Close the Extensions Manager to continue startup.**

5 **Try the same actions that caused the problem.**

If the problem does not occur again, then the item is probably compatible with Mac OS 7.6.1.

If the problem occurs again, the item is probably incompatible. Open the Extensions Manager and click the item's name to remove the X.

6 **Repeat steps 1 through 5 for each item you want to test.**

Appendix
Getting Started With OpenDoc

What is OpenDoc?

OpenDoc is a new software technology for the Mac OS that lets you add software components called *parts* to your documents. When you drag a part into a document, also called a *container part,* the part's functionality is added to the document. For example, the document below contains a variety of parts.

You can add parts to documents created by OpenDoc-aware application programs, or you can create documents entirely out of parts.

Parts are currently available from software developers. Some sample parts have been included on your computer's hard disk.

Why use OpenDoc?

OpenDoc lets you focus on the things you want to create (documents) rather than the tools you use to create them (application programs).

With OpenDoc, you can mix and match software components to create a work environment ideally suited to your needs. You can use your favorite text editor, your favorite drawing tools, and your favorite spreadsheet tools—all within the same document.

Not only that, you can create documents that contain different types of data—text, numbers, graphics, video, sound—and edit each type of data within the document. You don't need to switch back and forth between applications.

Creating and editing a simple multimedia document

To get familiar with OpenDoc, try the tips and exercises on these pages.

Seeing what you have to work with

- **Look in the folder named Stationery on your computer's hard disk.**

  The folder contains some parts you can use. These parts are installed with the OpenDoc Essentials Kit:

Creating a new document

1 **Double-click the Apple Draw icon.**

A new document appears. Apple Draw is an example of a container part—a part that's capable of accepting other parts. You can create a document by double-clicking the icon for any container part.

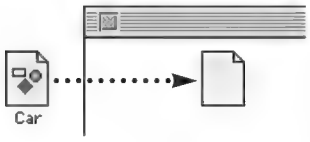
2 **Draw a simple picture using Apple Draw's drawing tools.**

You create and select shapes just as you would in an ordinary drawing program.

Adding more graphics to your document

1 **Drag the icon for a graphics file into your document.**

If you don't have a graphics file handy, choose Scrapbook from the Apple (🍎) menu. Drag a picture from the Scrapbook into your document.



A picture appears in the document. This picture is a part.

When you drag a graphic into a container, the graphic is automatically displayed by the Apple Image Viewer. (You have similar viewers for displaying QuickDraw 3D images.)

2 **Drag another graphic into your document. (You can drag an image from the Scrapbook.)**

Working with an active part

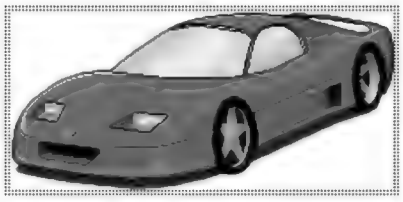
To work with the content of a part, you need to make the part *active*.

1 **Click anywhere in your Apple Draw picture.**

The Apple Draw container part is active, and the Apple Draw menus appear. The menu items change depending on which part is active.

2 **Click anywhere in your graphic.**

Now the graphic viewer becomes active, and its menus appear. Notice that a gray box appears around the graphic to indicate that it is active.



3 **Make sure your graphic is active. (There should be a gray box around it.) Then look at the menus to see which commands are available.**

In the Image menu, you should see commands for zooming and resizing your graphic. There is also a tool palette that lets you work with your image.

Working with a selected part

To manipulate the part (to move, resize, or delete it), you first need to select the part. Selecting a part is different from making a part active.

1 **To select a part, click the gray border of an active part.**

When you move the pointer onto the gray border, a hand appears. Click when you see the hand.

Black "handles" appear at the corners of the graphic to indicate that the part is selected. Notice that the Image menu is no longer available.

You can also select a part by clicking anywhere in the part while holding down the Command (⌘) key on your keyboard.

2 **Move the selected part by dragging it.**

Make sure your graphic is selected. (There should be black handles at the corners.) Then look at the menus to see which commands are available. The container part's menus are available when a part is selected.

3 **Try the "Move to Back" and "Move to Front" commands in the Item menu.**

4 **Try the Part Info command in the Edit menu.**

"Active" vs. "Selected": What's the difference?

Think of a cup of water. The things you can do with the water (such as stirring or sweetening it) are different from the things you can do with the cup (such as moving or lifting it).

That's basically the difference between working with an active part and working with a selected part. An active part is like the water; a selected part is like the glass.

You make a part active

- when you want to work with the contents of the part
- by clicking anywhere in the part

When a part is active, a gray border appears around it, and the menu items for the part appear in the menu bar.

When a part is active, its menus are available in the menu bar.

You select a part

- when you want to move, resize, or delete the part
- by clicking the gray border of an active part, or by clicking the part while holding down the Command (⌘) key on the keyboard

When a part is selected, "handles" appear at its corners. You can now resize, move, or delete the part.

When a part is selected, the container part's menus are available in the menu bar.

Saving your work

- **To save your work, choose Save (followed by the name of your document) from the Document menu.**

  To save a copy of the document, choose "Save a Copy." When you choose "Save a Copy," a copy is saved, but the original document remains open on the screen. You continue to work in your original document—not the copy that you saved.

  To change the name of your document, choose Document Info from the Edit menu and type a new name in the Name box.

Creating a button

1. **Drag the Apple Button icon from the Stationery folder into your document.**

   A button appears in the document. You can put graphics, sounds, and scripts into an Apple Button part.

2. **Drag the icon for a graphics file, or a graphic from the Scrapbook, onto the button.**

   The graphic appears on the button.

3. **Drag the icon for a sound file or a sound from the Scrapbook onto the button.**

   Now, when you click the button, the sound plays.

   If you want to record your own sound, drag the Apple Audio icon from the Stationery folder into your document (being careful not to put it on the button). Click the sound controls to activate them. Then click Record. After you've recorded your sound, select the sound controls and drag them onto the button.

   To change the label that is displayed on the button, select the button by holding down the Command (⌘) key as you click it. Then choose Part Info from the Edit menu, click Settings, and type a new label for the button.

Closing your document

- When you are finished working, close your document.

  You may be used to choosing Quit when you work in application programs. When you close an OpenDoc document, you automatically quit.

If you get stuck

Using OpenDoc is different from the way you're used to working, so it might take some time to get used to it.

If you ever get lost or confused, here are some tips for getting back on track:

- Make sure the document you want to work in is active. You should see stripes across the title bar at the top of the window; if you don't, click the window to make it active.
- Make sure the part you want to work with is active. You can make a part active by clicking it.
- If you try to work with a part and nothing seems to happen, you need to select the part first. (You select a part by clicking the gray border of an active part, or holding down the Command [⌘] key as you click the part.)
- If you're trying to do something, and you don't know how, look in the Guide (?) menu for step-by-step instructions. The onscreen help includes instructions for using all the parts in your document.